

Resume for:

Employment Objective

Looking for a full time position with room for advancement where I can utilize my organizational skills to enhance my working environment.

Technology Skills

Knowledge of Windows 95, 98, XP
Knowledge of Office 2000 programs
Various internet browsers
Extensive internet knowledge
Familiar with internet based E-mail and communication programs.
Typing speed is 69 wpm

Employment History

Citifinancial Retail Services Tempe, AZ - Phone: 800-247-3527 Position - Credit Representative Duties - Process credit applications - Answer incoming merchant calls - Add and remove authorizations on accounts	March 2004 to August 2004
Starbucks Coffee Chandler, AZ Position - Shift Supervisor Duties - Sell Starbucks drinks, pastries, and merchandise - Prepare espresso and blended beverages, brew coffee - Schedule breaks - Cash management / Bank deposits - Opening and closing the store - Equipment maintenance specialist	March 2001 to September 2003
Robinson's May Chandler, AZ Position - Sales Associate Duties - Ring up purchases - Assist customers in finding merchandise, answering questions - Maintain a neat and attractive sales floor	September 2001 to February 2002
Durel Corporation Chandler, AZ Position - Production Assistant Duties - Assist in the production and packaging of electroluminescent lamps (the light source in products such as cellular phones, pagers, and vehicle dashboards).	August 1999 to June 2000
United Artists Theaters Chandler, AZ Position - Supervisor Duties - Support and train the floor staff - Maintain the employee working schedule - Sell concessions and tickets - Manage inventory and data entry	March 1998 to August 1999